



**PUBLIC WORKS OPERATIONS
DEPARTMENT**

ADOPT-A-PARK

PROGRAM

July 5 2012

ADOPT-A-PARK PROGRAM

- ❖ Established in 2005 to allow non-political organizations, corporations, and groups to participate in maintaining and enhancing City of Chula Vista's neighborhood and community parks.
- ❖ Recognizes active participants with courtesy signs installed at each park whenever possible. The Public Works Operations Department (PWO) will provide and place signs at each park.
- ❖ Is designed to be fun and educational, to promote civic responsibility, community spirit and camaraderie, and to provide an opportunity to accomplish something positive.
- ❖ Is designed to operate with a minimum of red tape and with minimum supervision by PWO. A log of actual volunteer hours is required annually and all volunteers must register with the City of Chula Vista's volunteer program through the Human Resources Department.
- ❖ Is designed to allow citizens to work responsibly at their own convenience with the hope that a pattern of consistency would be the outcome.

PROGRAM DETAILS

- ❖ All participants must register under the City of Chula Vista's Volunteer Program located in the Human Resources Department. Contact Anna Kemmry 619-691-5000 All applicant participation times can be verified thru this program. Applicants agree to notify the Parks Manager when they change their volunteer days and times. www.chulavistaca.gov/goto/volunteer.
- ❖ All tasks are agreed to prior to adoption. However, to avoid damage and or unauthorized changes to the landscape, if participants commit to pick up litter, they may not pick up litter in planter beds. All Participants will meet on site to discuss the details and scope of work prior to Adoption.
- ❖ Applicants agree to at least a 2 year period. Unless otherwise discussed.
- ❖ The goal of the Adopt a Park Program to have litter or other maintenance related tasks become a part of the program on a weekly basis (52 times per year). For school groups, times may be adjusted to reflect periods when schools aren't in session.
- ❖ PWO (Public Works Operations) **may** provide and dispose of filled bags if the adopter is unable to-do so, Supplies will be given out only if necessary. Funds permitting
- ❖ If there is Graffiti in the parks, matching paint color will be provided or removed by PWO crews. Therefore, please call the graffiti hotline at (619) 691-5198 so crews can be dispatched to remove said graffiti. The city also has a Buff a Block program. [link](#)

ADOPTABLE PARKS

The Adopt-A-Park Program applies to all types of parks – pocket (less than 2 acres), neighborhood and community parks maintained by the City of Chula Vista. For information on these parks, please contact the Parks Operations Manager at (619) 397-6080

SAFETY

The safety of Adopt-A-Park participants is always the utmost consideration of PWO. The Adopt-A-Park program is designed so common sense safety will prevail.

Participants bear individual responsibility for personal safety and appropriate behavior when working within the boundaries of a City park.

Individual liability waivers are required; when group insurance is not applicable Participants agree to hold the City of Chula Vista harmless for injuries, illness or debilitating physical conditions arising from any inappropriate action or nonconformance with these safety requirements. Group insurance is also required.

Participants work without direct PWO (Public Works Operations) supervision. However, groups are required to have at least one adult supervisor for every 10 minors in the park.

Group leaders are responsible for conducting safety briefings for all participants prior to each cleanup event

Safety topics should include involve:

- ❖ Wearing proper safety gear and appropriate clothing;
- ❖ Staying away from traffic, and being alert at all times;
- ❖ Not working when weather is poor;
- ❖ Not touching potentially toxic substances;
- ❖ Staying away from jagged objects, snakes or other hazards.
- ❖ Clarifying areas and scope of work.

COORDINATION

The Parks Operations Manager (Coordinator) will make arrangements for you to obtain safety equipment such as gloves and bags. The Coordinator will also arrange for placement of recognition signs at your park site. (As time and funds permit.) Signs must be custom made for each project.

If you have any questions regarding the program, contact the Coordinator at (619) 397-6080 Monday through Thursday between 6:30 AM and 4:00PM. The Parks Operations Manager will explain the details and answer any questions

RECOGNITION SIGN DESIGN (RESTRICTIONS)

Although there is advertising value inherent in Adopt-A-Park signs, they are not intended to be an advertising medium. The purpose of the sign is to recognize "who" is providing the adoption service, not what they do or where they are located. Therefore, no product names, slogans, phone or fax numbers; e-mail or Internet addresses, radio IDs, or directions are permitted on recognition signs.

APPLICATION

Adopt-A-Park requires an application, which will be processed by the Coordinator. If you decide you want to participate in the Adopt-A-Park Program, simply fill out and sign the attached application and send it in. No application fee is required, but the applicant is required to accept several conditions, including a liability/waiver agreement.

Expect the process to take two to three weeks to allow time for any necessary coordination.



ADOPT-A-PARK APPLICATION

City of Chula Vista and the volunteer group/organization:
Recognizes the need and desirability of litter-free parks and this application is being submitted and accepted to contribute toward this effort.

By signature the "Group" or Individual agrees to the following terms and conditions:

1. Any group containing personnel under 18 years of age must have adequate adult supervision. A minimum ratio of one adult for each 10 persons under 18 years of age is required.
2. Litter pick up shall be restricted to park operating hours. No litter pick up shall be performed under adverse weather conditions; (i.e. rain, wind, etc.)
3. It is recommended that Groups or Individuals adopt a park for a two-year period.
4. Groups or Individuals shall pick up litter on a weekly basis (52 times per year). Of the adopted park. For school groups, times may be adjusted to reflect periods when schools aren't in session.
6. Groups shall notify the City of Chula Vista 48 hours prior to conducting a clean up outside the original scope of work.
7. Groups or Individuals shall dispose of filled trash bags at the adopted park whenever possible or place trash bags together for disposal.
8. Groups or Individuals adopting a park will receive acknowledgement for their contribution on signs (at no cost, pending funds) that will identify the group's name.
9. Groups or Individuals shall agree to sign a liability/waiver release and provide the required certificate of insurance (see attachment).
10. Group leaders are responsible for conducting safety briefings for all participants prior to each cleanup event.

Name of Park you would like to adopt: _____

Signature of Responsible Party: _____ Date: _____

Name (please print): _____ Phone _____

Group/Organization Mailing Address: _____

Please return the completed forms to:
Public Works Operations Department, 1800 Maxwell Road, Chula Vista, CA 91911 Fax: (619) 397-6259 updated 6/5/2011

GROUP/ORGANIZATION/ EVENT WAIVER AND RELEASE OF LIABILITY

ON BEHALF OF: _____, I expressly **WAIVE, RELEASE** and **DISCHARGE** the City of Chula Vista, its elected officials, officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent acts or omissions, regardless of whether such acts or omissions are active or passive, which may accrue to myself or members of my organization/group or our heirs in connection with the Adopt-A-Park program.

I fully understand and acknowledge that the CITY OF CHULA VISTA is relying on my representation that I have authorization to sign this document and that I will provide all members of my organization/group a completed copy of this Waiver prior to our participation. Further, my organization will provide a Certificate of Insurance evidencing a minimum General Liability Limit of \$1,000,000 Per Occurrence under which "City of Chula Vista" will be an Additional Insured.

We will expressly **DEFEND, INDEMNIFY AND HOLD HARMLESS** the City of Chula Vista, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my /our heirs and any other individuals or entities as a result of any of my/our acts or omissions arising from or in connection with my/our participation in the event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employee, volunteers or other representatives. Such indemnification includes liability settlements, judgments, damage awards, fines, costs and attorney fees and expenses associated with any such claims or lawsuits.

I hereby certify that I have read this document, understand it's content, and am authorized to sign this document on behalf of all members of the group/organization I represent.

DATE: _____

**ORGANIZATION/
GROUP NAME:** _____

SIGNATURE: _____

NAME: _____
(Please Print)

ADDRESS: _____



Individual Waiver and Release of Liability

Please read, sign and date waiver below.

I/ we, _____, _____ volunteer(s) **legal adult and natural and or legal custodial parent(s) acknowledge** that that **my/our minor children and I** am applying for service credit for my school on a completely voluntary basis. I /we hereby assume all risk of **liability that may arise as a result of my/ our** involvement in this activity.

On behalf of myself, my executors, administrators, heirs, successors and assigns, I hereby WAIVE, RELEASE AND DISCHARGE FROM LIABILITY the City of Chula Vista, its elected officials, officers, employees, volunteers, representatives and agents for death, injury or property damage including consequential loss sustained by me. I also agree to DEFEND, INDEMNIFY AND HOLD HARMLESS the City of Chula Vista and its elected officials, officers, employees, volunteers, representatives and agents from any and all liabilities or claims made by other individuals or entities as a result of any actions during this activity except for those claims arising from the sole negligence or willful conduct of the City of Chula Vista or its agents.

This Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I hereby certify that I have read this document and understand its contents.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Address: _____



Group Volunteer Information

The City of Chula Vista welcomes groups and organizations wanting to provide volunteer services to our community. Before your group volunteers there are some things you need to know.

Group Volunteer Application

A designated authorized representative from your group will need to complete a Group Volunteer Application. This individual will be the person with whom City staff will coordinate the efforts and will be the one responsible for getting signed waivers from all participants.

WAIVER AND RELEASE

All individuals volunteering for the City of Chula Vista must complete and sign the City's Volunteer Program Agreement, Waiver and Release form.

Note: Volunteers under the age of 18 must have their waiver signed by a parent or guardian.

Groups is wanting to work with youth on a daily basis – All volunteers 18 years of age and older having direct contact with minors and people with disabilities will not be scheduled to volunteer until a criminal records check through the California Department of Justice and fingerprinting process is complete.

INSURANCE SPECIFICATIONS GUIDELINES

Please check one:

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If you are an individual or group of individuals volunteering for the City and **DO NOT** represent a business, company, corporation, community group, association, organization, club and/or foundation.

Each member of your group will need to read and sign the Agreement, Waiver and Release. By registering in this manner these individuals/group of individuals will be covered as City volunteers under our liability policy and workers compensation policy.

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If you are an individual or group of individuals volunteering for the City and **represent** a business, company, corporation, community group, association, organization, club and/or foundation.

Each member of your group will need to read and sign the Agreement, Waiver and Release **AND** you will be required to carry and provide evidence of General Liability Insurance with \$1M limits, \$1M auto liability if your service involves vehicles and statutory workers compensation.

Please submit with your application.

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Approved _____

Site visit date: _____

Agnes Bernardo, Parks Operations Manager

